



## Job Description

**JOB TITLE:** DIRECTOR OF ADVOCACY  
**REPORTS TO:** EXECUTIVE DIRECTOR

**DATE:** December 17, 2021  
**EXEMPT/NONEXEMPT:** FULL TIME, EXEMPT

### POSITION OVERVIEW

OutFront Kalamazoo seeks an outgoing and energetic candidate to play a key leadership role in the OutFront Kalamazoo team. The Director of Advocacy is responsible for advocating on the behalf of the LGBTQ+ community of Southwest Michigan. The role also oversees the implementation, management, supervision and evaluation of community outreach programs and other community organizing initiatives.

### PRIMARY RESPONSIBILITIES

- Compile, maintain, and report on advocacy efforts and community initiatives, including monthly, quarterly, and annual program statistics.
- Analyze trends in the program, identifying issues and developing and recommending solutions.
- Implement, manage, supervise, and evaluate all activities and volunteer management related to the assigned programs and projects (including supporting assigned community committees).
- Develop, implement, and evaluate recruitment strategies to expand the number of community members participating in OutFront Kalamazoo programs and services.
- Build and nurture effective multi-organizational coalitions and alliances on priority issues and advocacy efforts.
- Lead the development and management of effective working relationships with key community leaders.
- Develop, update, and present inclusivity trainings and leadership development presentations to community agencies.
- Recruit, train, and supervise interns as appropriate.
- Recruit and train volunteers for speaker panels or other outreach initiatives.
- Other duties as assigned.

### SKILLS & QUALIFICATIONS

#### *Required*

- Bachelor's degree in political science, human services, education, related field, or equivalent work experience
- 3+ years of experience in a nonprofit or social service field
- 3+ years of experience in community organizing work
- Exemplary written and verbal communication skills
- Strong organizational skills and attention to detail
- Experience and comfort with public speaking and public presentations
- Willingness to work evenings and weekends as required

### *Preferred*

- Strong commitment to LGBTQ+ equity and social justice.
- Strong problem solving and leadership skills
- Ability to work with diverse groups
- Proficient computer skills
- Bilingual
- A can-do attitude and a commitment to high-performance standards
- The ability to organize, set priorities among multiple assignments, meet deadlines, and function calmly under pressure
- Flexible, punctual, and highly reliable
- Strongly developed people skills

### **BENEFITS**

- Health Insurance
- Mileage Reimbursement
- Cell phone stipend
- Company computer
- 3 weeks PTO regardless of employee service
- 10 paid federal holidays
- Time off to vote

### **HOW TO APPLY**

Send resume, cover letter and three (3) professional references to Amy Hunter, Executive Director at [amy@outfrontkzoo.org](mailto:amy@outfrontkzoo.org) with "RE: Director of Advocacy" in the subject line.

*We strongly encourage people of color, transgender, and non-binary people to apply. OutFront Kalamazoo is an equal opportunity employer, and all qualified applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*